



1866

Family Handbook

St. Mary School

Absences	3	Lost Articles	14
Academic Fee	20	Lunch Program	14-15
Accreditation	3	Make Up Work	15
Admissions	4	Medicine Policy	15 & 24-26
Amendments to Handbook	18	Milk	15
Attendance	5	Non-Custodial Parents	15
Books	5	Nondiscriminatory Policy	4
Book Clubs	5	Parent/Student Acknowledgement	26
Busing	5	Party Invitations	15
Care of School	5	Past Due Policy	21-22
Cell Phones/Devices	19	Personal Property	15
Chaperones	11	Philosophy	2
Communication	5	Physical Education Lockers	16
Conferences	18	Phy. Ed. Participation	16
Custody Arrangements	5	Photographs, student	15
Discipline Policy	6 - 8	Playground	16 -18
Dress Code	9	Report Cards	18
Dropping Off & Pick Up	20	Safety Reminders	22-23
Emergencies/Accidents	10	SCRIP	21
Energy Drinks	10	Staff	3
Expulsion Policy	9	Supervision	18-19
Extended Care	10	Student Information System (FACTS)	20
Fees (Registration)	21	Time Schedule	20
Field Trips	10	Tornado Drill	20
Fire Drills	11	Tuition Grant Policy	20
Gum	11	Tuition	21
Harassment	11	Vacations	22
Head Lice	12	Visiting School	22
Health Records/Immunization	12	Volunteers	22
Home & School Association	13	Weather Related Closings	22
Insurance for Sports	13	Wednesday Nights	23
Kitchen Use	13		
Lockers	14		

PHILOSOPHY OF ST. MARY SCHOOL

"The Church's involvement in the field of education is demonstrated especially by the Catholic school. No less than other schools does the Catholic school pursue cultural goals and natural development of youth, but it has several distinctive purposes. It aims to create for the school community an atmosphere enlivened by the gospel spirit of freedom and charity. It aims to help the student in such a way that the development of his/her own personality will be matched by the growth of that new creation which he/she became by baptism. It strives to relate to all human culture eventually to the news of salvation, so that the light of faith will illuminate the knowledge which students gradually gain of the world, of life, and of mankind (humankind).

So it is that while the Catholic school fittingly adjusts itself to the circumstances of advancing times, it is educating its students to promote effectively the welfare of the earthly city, and preparing them to serve the advancement of the reign of God. The purpose in view is that by living an exemplary and apostolic life, the Catholic graduate can become, as it were, the saving leaven of the human family."

"Declaration on Education" from Documents of Vatican II

Mission Statement

Catholic Schools are an integral tool of evangelization. We prepare each child spiritually, scholastically and socially to excel at the next level. The students in all grades interact in a nurturing learning environment. We achieve this through a high level of parent, teacher and parish community involvement.

STAFF: Our staff is as follows:

Pastor:	Father Randy Timmerman
Principal:	Mr. Josh Schuenemann
Grade 6-8 Literacy:	Kathie Mayne
Grade 6-8 Math:	Mrs. Martha Reali-Seaman
Grade 6-8 Science	Ms. Bailee Kath
Grade 5	Mrs. Becky Collins
Grade 4:	Mrs. Jeni Stulo
Grade 3:	Mrs. Carol Austin
Grade 2:	Mrs. Jill Raines
Grade 1:	Mrs. Dawn Nelson
Kindergarten:	Mrs. Sam Vohs
4 Year Old Kdgn:	Ms. Katie Krueger
	Mrs. Andrea Duffy
Physical Ed.:	Mrs. Heather Due
Art:	Mrs. Kristin Moen
Music and	
K-5 Technology:	Mrs. Sarah Sheffer
Band:	Mr. Nathan Russell
Secretary:	Mrs. Cheryl Heimerl
Food Service:	Mrs. Jessica Huebner
Maintenance	Mr. Alex Karpelenia
After School Care:	Ms. Bailee Kath
Before School Care:	Mrs. Brenda Collins

ABSENCES: Parents must call or email in a child's absence **to the school office** at any time before 8:30 a.m. by calling 742-4998. This is to ensure your child's safety. Students returning to school after an absence for any reason including illness should bring a written note to school explaining the absence. Students who are tardy or have medical or dental appointments should have a written excuse. Dismissal for any illness or appointment will be from the Cook St. door (office) only. All students leaving before regular dismissal time or returning to school during the date **MUST** be signed in/out of the building in the school office.

ACCREDITATION: St. Mary School has been accredited by the Wisconsin Religious and Independent Schools Association since 1995.

ADMISSIONS: Information regarding admission for new families may be obtained from the school secretary. An appointment will then be scheduled with the principal.

Class Size* and Registration Priority

- 4K at St. Mary School has a capacity of 22 students in AM and PM session.
- Kindergarten at St. Mary School has a capacity of 20 students.
- Grades 1-3 have a capacity of 20 students.
- Grades 4-8 have a capacity of 24 students.

Priority List
Current school families
Faculty and staff
Parish members who are alumni of St. Mary School
Parish members
Non-parish member alumni
General public

****Class sizes approved by the St. Mary School Advisory Board (formally Education Commission), April 6, 2016***

NONDISCRIMINATORY POLICY AS TO STUDENTS AND EMPLOYEES
 St. Mary School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at this school. We do not discriminate on the basis of race, color, national and ethnic origin in administration of our educational and employment policies and athletic and school administered programs.

It, furthermore, does not discriminate on the basis of sex in its educational and employment policies and practices, except where it is exempt from compliance by religious tenets.

We do, however, give preference in admission to Catholic students (in accordance with our admissions policy) whose parents are members of St. Mary Parish; secondly, to Catholic students whose parents are members of other parishes; thirdly to non-Catholic students.

****Approved by St. Mary of the Immaculate Conception Education Commission Feb. 2014***

ATTENDANCE: Regular attendance is necessary for consistent academic growth. You do your child an injustice when you keep him/her out of school for an insufficient reason. Family time in today's world is important and vacation time is a wonderful time to grow in love and appreciation of each other. Please make special note of our vacation times and schedule family vacations accordingly. Even the best students have difficulty making up work and getting "back on track" after missing school.

1. Attendance will be taken first thing each morning.
2. Any student that arrives in the classroom after 8:15 am will be marked tardy.
3. Excused tardy is marked for an appointment noted prior to the absence.
4. Any arrival after 10:00 a.m. will be counted as 1/2 day absent.

BOOKS: All books are to be kept in good condition. Fines will be levied for damage to books based on the age and condition of the book. Book fines will be used to repair or replace books. Books must be covered all year, re-covered if necessary.

BOOK CLUBS: When your child orders books from a book club, please make the check out directly to the book club.

BUSING: Questions concerning busing for students should be directed to Riteway Bus Co. If students ride the bus home with a friend, we must have a note from each child's parent.

CARE OF SCHOOL: Our school is a place for living as well as learning. Students must use care with school materials, such as books, desks and other school property. They will be held responsible for damage done.

COMMUNICATION: If a problem or concern of a personal nature or regarding curriculum or discipline arises, please contact the teachers at school to discuss the concern or set up an appointment. You are always welcome to call school, and ask to have a teacher return your call.

CUSTODY ARRANGEMENTS: A copy of court documents detailing custody arrangements must be on file in the school office. If the arrangement changes, an updated copy must be sent to the school office as well. The copy will be kept in the child(ren's) file. (See also non-custodial parent).

DISCIPLINE POLICY: Discipline is a learning process involving correction and guidance through which students grow in the art of self-mastery of their thoughts, words and actions. Students learn that what they say and do matters and has consequences, both positive and negative, helpful and harmful. School rules exist to help students discern right actions and engage in behavior that is positive and productive for themselves and others. In this context, students are held accountable for their conduct.

When students misbehave, or engage in misconduct by failing to follow school rules they may be issued a demerit slip. These are used to help students understand what they did, why it was a poor choice and how to make a better choice moving forward. If a student receives a demerit slip, the offense will be written on the demerit slip. Students are to take it home to discuss the situation with their parents. Parents must sign the demerit and return it the following day. A teacher may issue a half-demerit if the specifics of an incident are unclear.

In this context, some infractions warranting demerits include but are not limited to:

- Disrespecting a staff member
- Staff includes pastor, principal, teachers, office personnel, playground supervisors, cooks, custodian(s), and school volunteers.
- Misconduct or creating a disturbance such as excessive talking, etc
- Bullying of another student (see harassment definition).
- Use of improper language.
- Misuse of school property.
- Failure to comply with lunchroom procedures and rules.
- Misbehavior on the playground.
- Other inappropriate behavior or conduct unbecoming of a Christian student.

All Demerit slips will be turned into the office. The slips will be kept on file in the office.

If a student accumulates three (3) demerits, a conference will be scheduled with the parent(s) and teacher.

If a student accumulates six (3) demerits, a conference between the parents, teacher and principal will be scheduled to discuss the behavior, possible solutions and future consequences including, but not limited to, in-school suspension, loss of privilege or being placed on probation.

As discipline is aimed at helping students understand misconduct and choose to conduct themselves in a positive manner, suspension and expulsion are measures of last resort not usually administered until other corrective measures have been tried unsuccessfully.

(Dioceses of Madison Policy 5120). Consequences of repeated offenses where other remedies have been tried and found to be unsuccessful may include: probation, suspension, or expulsion.

Suspension and expulsion from school may be used in cases where behavior harms or threatens other students, groups, volunteers and employees, or the school community. Such behavior include but are not limited to:

- Fighting and/or other overtly aggressive behavior.
- Repeated disrespect for authority.
- Preventing a teacher from teaching.
- Continual willful disobedience open and persistent defiance of authority.
- Vandalism of school property/property damage
- Repeated use of vulgar language.
- Possession or use of controlled substances including but not limited to: tobacco, alcohol, vaping liquid, marijuana or other illegal drugs. .
- Possession of matches, lighters, e-cigarettes or other devices of a similar nature including all drug paraphernalia
- Conduct which could endanger human safety or life.
- Any form of threats, harassment or assault.
- Noncompliance with school regulations
- Failure to comply with the policies of St. Mary School or the Diocese of Madison, Office of Catholic Schools.

In-school suspension:

In-school suspension may be used when student behavior warrants his/her removal from the regular school environment. It may also be used as a consequence for repeated misbehavior when demerits and other remedies have proven ineffective in guiding the student to choose positive behaviors. Should a student be placed in an in-school suspension during the school day, parents will be notified as soon as possible. The in-school suspension will be served from the time of the infraction until the end of the day and the following school day until the time of the infraction. Students may not participate in practices or extra-curricular activities during the suspension. For example, if a student received an in-school suspension at 11:45 am on Tuesday, the student would remain in in-school suspension for the rest of the day. The student would also report to in-school suspension first thing on Wednesday morning and remain there until 11:45 am. The student would not be allowed to participate in practices or extra-curricular activities until Thursday.

Any time that student behavior warrants an in-school suspension, parents will be contacted as soon as possible. Multiple days of in-school suspension may be served for repeated or serious offenses.

Probation:

A student may be placed on probation following a conference with the student's parent(s) or guardian(s), principal and pastor as a result of serious or repeated offenses. Parents, students, teachers, principal and a member of the pastoral team will be asked to sign the probation slip.

Breaking probation warrants IMMEDIATE, out-of-school suspension and may result in expulsion. When an out-of-school suspension is issued, parents are totally responsible for the student and must see to it that all stipulations of the suspension are met. Serious offenses may result in immediate suspension or expulsion and/or notification of law enforcement officials. Any student who is suspended may not take part in any practices for or participate in school sponsored extracurricular activities during the time of suspensions. No tests will be given during the time the student is suspended in school. When a student is suspended from school, all work will be due on the assigned date.

The principal has the final decision in any disciplinary situation.

EXPULSION POLICY: (Dioceses of Madison Policy 5120)

Expulsion is an extreme measure and should be used only on very rare occasions. A student may be expelled for repeatedly refusing or neglecting to obey school rules. A student may also be expelled from school for engaging in conduct which endangers the health, safety, or property of others. The principal and pastor, working with the parents, should make serious efforts to correct the negative behavior before expulsion is considered. Actions by students or parents for which expulsion may be imposed include, but are not limited to, the following:

- Striking or insulting any school employee.
- Unprovoked battery and/or attack resulting in injury to any other person.
- Exhibiting or using any dangerous weapon on or near the school premises.
- Use or possession of any controlled substances, by students.
- Making a bomb threat or setting off an explosive device.
- Serious criminal activity regardless of whether or not it occurred at school or on school grounds.

NOC (Notice of Concern)

Our school and families will work together to teach the appropriate behavior; focusing on prevention. NOC's focus on preventing misbehavior, correcting and teaching when misbehavior does occur, and keeping your child on task and learning. We enjoy working together as family and school to create learning environments that are successful for all! An NOC will be given when a behavior is noticed and a plan of action is needed. If a student accumulates 3 NOC's, a demerit will be given.

DRESS: St. Mary School's dress code policy is focused on a Christian learning environment. Students should dress appropriately for class. Attire should be modest, neat, clean, in good condition, and comfortable. Choosing appropriate clothing for the school setting may be different than choices made for church and the theater, versus the gym or athletic field.

The following will be deemed inappropriate for school; including physical education:

- Spaghetti straps, muscle shirts, crop tops.
- Sheer or see through material
- Short shorts and skirts (shorts and skirts must cover at least 1/2 of the thigh, **and past the fingertips**)
- Clothing that is frayed ripped or torn, or with open holes
- Bare tummies.
- Suggestive logos or art work on shirts – including advertising for beer, tobacco, wine, drugs, rock groups or depicting violence.
- Footwear without backs are not acceptable for students in grades 4K-8 while they are in Phy. Ed. or on the playground. Please have your child bring appropriate athletic shoes to wear on the playground if they choose to wear shoes without backs to school. Shoes must be safe, suitable to weather conditions, and appropriate for school activities.

Attending Mass is always a special occasion and dressing appropriately is the Catholic tradition.

“Because the assembly gathers in the presence of God to celebrate his saving deeds, liturgy’s climate is one of awe, mystery, wonder, reverence, thanksgiving and praise. So it cannot be satisfied with anything less than the beautiful in its environment.”

Environment and Art in Catholic Worship

The following will be deemed inappropriate for Mass:

- Jeans
- Frayed jean skirts
- Athletic Shorts
- Shirts with writing (Exception: St. Mary Polo Shirt or polo shirts)
- Athletic apparel such as jerseys, sweat pants, etc.

The final decision regarding appropriateness of student attire is made by the teacher and/or principal for the best interest of all our students.

CLOTHING REQUIREMENTS FOR PHYSICAL EDUCATION:

ALL STUDENTS IN GRADES 4K-8 are expected to keep a clean pair of gym shoes at school for gym use.

4K-Grade 2:

- Athletic Shoes

Grades 3-5:

- Different Top (Encouraged)
- Shorts or sweatpants (Encouraged)
- Athletic Shoes (if have laces they MUST be laced)

Grades 6-8: (are encouraged to bring a change of clothes for Phy. Ed. class)

- Athletic Shoes (MUST have laces and be laced)
- Socks (any height)
- Shorts or sweatpants
- Top to change into

EMERGENCY & ACCIDENTS: Each child must have an emergency/accident information on file. Information includes emergency contacts, doctor's name/and permission to treat. This information to be updated at the beginning of each school year. St. Mary School also practices all required safety drills with students and staff.

ENERGY DRINKS: will not be allowed in school.

What are energy drinks?

Energy drinks are beverages that contain large doses of caffeine and other legal stimulants like ephedrine, guarana and ginseng.

EXTENDED CARE: St. Mary School offers both Before and After School Care Programs. The AM program runs from 7:00-8:00 and the PM program runs from 3:05-5:30. A fee is charged for each program. Call the school office for more information at 742-4998. Please use Door #4 for Before School Program drop-off and Door #4 for After School Care pick-up. Parents must sign their students in and out of the program.

FIELD TRIPS: Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied the privilege of participation if they fail to meet academic or behavioral requirements. If parents grant permission for their child to go on a field trip, they are expected to sign the permission form which releases the school from liability. We can not accept forms other than the form we have developed. No child will be denied a field trip experience due to financial circumstances, please call the school principal if you need to discuss your situation.

Telephone calls will not be accepted in lieu of proper forms.

CHAPERONES: All chaperones must have taken the VIRTUS/Protecting God's Children class and have read and agreed to the Safe Environment Policy for the Diocese of Madison which includes permission for the diocese to conduct a background check. We appreciate all those who volunteer as chaperones, as it helps ensure the safety of our children. Since this is an important responsibility, we ask that you do not have younger children accompany you on field trips.

FIRE DRILLS: Are conducted on a monthly basis weather permitting. The Portage Fire Department also conducts fire drills once a year.

GUM/CANDY: Eating candy and/or chewing gum is at each teacher's discretion. Reference the wellness policy.

HARASSMENT: Harassment/Bullying is defined as any words, gestures and actions which tend to annoy, alarm and abuse (verbally) another person. This can include insults, taunts or challenges in a manner likely to promote a disorderly response, repeated communications anonymously or at inconvenient times, offensive language and offensive touching.

Harassment/Bullying occurs when one person makes repeated verbal or physical contact with another person who does not want these contacts. Harassment/Bullying can be overt or subtle. By ignoring or excluding an individual from participating in some group activity, the harasser/bully demonstrates his or her force or power.

Harassment/Bullying is defined by the feelings of the listening/receiving person. If a person feels harassed they can choose one of three options.

1. The receiver should respectfully confront the sender to:
 - a. Find out the intent of the sender.
 - b. Work out conflict and try to reach an agreement.
2. Receiver contact playground supervisor or other teacher/staff member:
 - a. Staff member talks with the sender and hears their version of the incident.
 - b. Staff, with receiver and sender, attempts to mediate and work out conflict.
3. Receiver contacts the principal:
 - a. Principal contacts the sender.
 - b. Principal with receiver and sender, attempts to mediate and to work out the conflict.

If the above options do not successfully end the harassment/bullying, discipline will be administered with the discretion of the principal according to the school discipline policy.

HEAD LICE: All cases of head lice must be reported to the school office. Students may not return to school until they have been treated and are free of nits and live lice. Please check children's heads regularly.

HEALTH RECORDS and IMMUNIZATION REQUIREMENTS: All communicable diseases, as well as chronic diseases such as allergies, particularly to bee stings and food, should be reported to the school office so that health records may be kept current. This is for your child's safety. Immunization records are required by State Law.

Student Immunizations Age/Grade Requirements

<u>Age/Grade</u>	<u>Number of Doses</u>
PreK (2 yrs-4 yrs)	4 DTP/DTaP/DT 3 Polio 3 Hep B 1 MMR 1 Varicella*
Grade K & Grade 1	4 DTP/DTaP/DT/Td 4 Polio 3 Hep B 2 MMR 2 Varicella*
Grade 2 -Grade 5	4 DTP/DTaP/DT/Td 4 Polio 3 Hep B 2 MMR 2 Varicella*
Grade 6 & Grade 7	4 DTP/DTaP/DT/Td 1 Tdap 4 Polio 3 Hep B 2 MMR 2 Varicella*
Grade 8	4 DTP/DTaP/DT/Td 4 Polio 3 Hep B 2 MMR 2 Varicella*

*Varicella vaccine/shot is not required if your child has had the chickenpox disease. Provide the disease date instead.

HOME and SCHOOL ASSOCIATION: The Home and School Association sponsors a general meeting and various fund raising activities. Parental participation is necessary and parents are urged to help in various projects that benefit the school. The purpose of the Home and School Association is to keep the lines of communication open between families and faculty. We are concerned with the fulfillment of the total educational needs of all children at St. Mary's. Our primary function is, through fundraising, to provide equipment and programs to benefit the children that would otherwise not be provided by tuition monies.

OFFICERS - HOME AND SCHOOL ASSOCIATION

President: Bridget Riviers
 Vice President: TBD
 Secretary: TBD
 Treasurer: Jean Fahey

INSURANCE/SPORTS: All students taking part in our sports program (boys and girls) must be insured. If a child is insured on a parent's policy, no other insurance is needed. Our school does not offer insurance. See the Athletic Handbook.

KITCHEN USE: Our parish is fortunate to have a wonderful kitchen facility for parish and school use. During the school year our parish kitchen is used five days a week for our school hot lunch program which is certified by the State of Wisconsin's Department of Public Instruction. This allows our hot lunch program to receive commodities from the government and helps ensure that our program is nutritionally sound. This certification is a great benefit to our school children for both economic and health reasons. In order to maintain this certification, certain conditions must be met.

Jessica Huebner of our school hot lunch program will take you through the kitchen and show you where things are. Each group will also be asked to give the names and phone numbers of people who are in charge of set up and clean-up.

KITCHEN CLEAN UP MUST INCLUDE THE FOLLOWING:

- Wipe off all counters that are used.
- Rinse out all sinks that are used.
- Sweep floors if needed.
- Wipe up spills or mop floors with bleach water if needed.
- Put all utensils and dishes back in their original place.
- Put coffee grounds in trash, not in the sinks. Coffee grounds backup and cause all the other sinks to back up as well.
- Empty trash cans and put trash bags in the dumpster behind the church.
- Take towels and dishcloths home to wash and then return them.
- See that no equipment is removed from the facilities.
- The keys are to be returned to the Parish Center the following workday.
- Please do not use items marked "Hot Lunch Program."

LOCKERS: Lockers are the property of St. Mary School. Only materials needed for school should be stored in school lockers. Lockers may be inspected throughout the year.

LOST ARTICLES: Please mark school lunch boxes and any article of clothing such as boots, mittens, etc. which a child might misplace. The Lost and Found Boxes are located in the school gym.

LUNCH PROGRAM: St. Mary School students may participate in our hot lunch program. If your child is leaving during the lunch hour a note must be sent to the office. The charge for hot lunch is as follows:

Students	4K-5	\$3.00/day	\$15.00/wk
	6-8	\$3.10/day	\$15.50/wk
Adult		\$4.75/day	\$23.75/wk

The monthly menu will be posted in the cafeteria, on our website, in each classroom. The menus are subject to change due to funeral dinners or other unforeseen circumstances.

Our program is offered vs. served. This means we offer 5 food items. The students may choose 3 to 5 of those items. The 5 food items we offer are: a meat/meat alternative, a fruit, a vegetable, a bread/bread alternative and a milk.

Grades 4K-4 must be offered: 1 1/2 oz. meat, 3/4 cup vegetable, 1/2 cup fruit, 1 bread, 1/2 pint milk. Grades 5-8 must be offered: 2 oz. meat, 3/4 cup vegetable, 1/2 cup fruit, 1 bread, 1/2 pint milk. Students must choose 3 food items, but may choose all 5. One component must be 1/2 cup of fruit or vegetables.

Applications for free and reduced lunches may be obtained from the School Office. If eligible for the reduced price lunches, the cost is .40/meal or \$2.00/week. These applications will be available by August. If you wish to apply or have any questions, please email Mrs. Huebner at jesshuebner@stmarypsortage.org. All information is confidential.

If your child wishes to bring cold lunch, milk may be purchased for .50 for a 1/2 pint at lunchtime daily, or \$65.00 for the entire semester if they have cold lunch every day.

OUR VISION

Our program is beneficial and will produce healthy eating and attitudes that will allow students to grow and learn successfully. Parents and students perceive us (Food Service Workers) also as educators, in nutrition. Keeping the kitchen and cafeteria a professional workplace as well as a friendly haven for students to come.

Mrs.Huebner

MAKE-UP WORK (JR. HIGH): As you know, teaching children responsibility requires fair and consistent guidelines. Time frame for make-up work due to illness is at the discretion of each teacher.

LATE WORK GRADES 3-8: Late assignments (involving students who have not been absent): At any time an assignment is not completed on the day it is due, points may be taken away at the teacher's discretion.

MEDICINE POLICY: Our medicine policy is one that has been approved by the Diocesan Board of Education and must be followed by all Catholic Schools in the Diocese of Madison. **NO MEDICINE WILL BE DISPENSED AT SCHOOL WITHOUT MEDICAL FORMS FILLED OUT.** Medical forms can be found in your Teacher Ease digital locker account, or requested from the school office.

MILK: 4K-8th grade students' break milk for 1st semester will be \$45.00 or \$90.00 for the entire year per child. All milk and lunch payments are prepaid through the school's FACTS financial system.

NON-CUSTODIAL PARENTS: This school abides by the provisions of the Buckley Amendment with respect to the rights of non-custodial parents. In the absence of a court order to the contrary, a school will provide the non-custodial parent with access to the academic records and other school-related information regarding the child. If there is a court order specifying that there is to be no information given, it is the responsibility of the custodial parent to provide the school with an official copy of the court order. The school should also be notified in writing when and if the child can be released to the non-custodial parent.

PARTY INVITATIONS: Please do not send party invitations to school to be distributed (including before and after school) unless you are inviting every child in the class.

PERSONAL PROPERTY: Personal property, such as, but not limited to, band instruments, clothing, and bicycles are not covered by school insurance. St. Mary School is not responsible for lost or damaged items

PHOTOGRAPHS: Student photographs may be submitted to local and diocesan newspapers if student last names are not included. Student photographs may be published in school publications such as the yearbook, newsletters and the school FaceBook page. It is the responsibility of any parent who does not want their child(ren)'s pictures published to notify the principal in writing. **Approved by Education Commission 2014*

PHY. ED. LOCKERS: Lockers are available. Gym lockers are the property of St. Mary School. Only materials or clothing needed for school should be stored in these lockers. Lockers will be inspected throughout the year.

PHYSICAL EDUCATION CLASS PARTICIPATION: If your child has a doctor's excuse for absence from class for an extended period of time, please send a note giving your permission when the child may resume full participation.

PLAYGROUND

The playground equipment is for all the children. They should take turns and share the equipment at all times. The school will provide playground equipment. No equipment may be brought from home.

Playground Structure Rules:

1. The playground bedding should not be picked up, thrown or removed from the play area.
2. Slides must be used appropriately. One person goes down at a time-feet first. Children may not climb up the slide.
3. No running or playing tag on the play structure. Running and tag are for the black-top area.
4. Supervisors will make decisions regarding the number of students permitted on the structure at one time.

Playground Balls:

1. Will be provided by the school. No playground balls should be brought from home.
2. No hard balls such as standard footballs, baseballs, golf balls, etc.
3. No wooden or metal bats.

Jump Ropes:

1. Should be used for jumping.
2. Should not be used to tie around other children or pull around, such as playing horse.

No contact sports-includes all games that include tackling, pushing, shoving, pulling, knocking down, tripping or throwing others and wrestling.

No throwing any items other than playground balls. Throwing sticks, stones, snowballs/ice, etc. will not be permitted.

No spitting-this includes all school grounds.

No fighting, verbal or physical, will be tolerated. Children will be immediately removed from the playground and given a demerit or suspension as outlined in the family handbook.

No inappropriate language. Foul language or swearing will not be tolerated. This will result in a demerit.

No piggyback rides. Students are not to pick up other children.

Students may not leave the playground without permission. This includes retrieving a ball from the road or using the bathroom.

All children will show respect and respond immediately to the playground supervisors.

All children should stop playing immediately when the bell rings, walk to the door, and line up in their assigned place. All equipment should be picked up and brought back into the building.

Parents on the playground:

Parents are always welcome to join your children on the playground. We ask for the safety of the children that you check into the office before going to the playground and then with the supervisor.

***School staff and/or playground supervisors have the right to deem any behavior inappropriate and impose appropriate consequences for such behavior.
No balls or toys are to be brought to school. Playground equipment will be provided.

No child is permitted to leave the school premises without written permission from the parent to the school office. This request must be presented each time the child is to be granted this permission for lunch at a local restaurant or another student's home.

PRINCIPAL RIGHT TO AMEND: The principal retains the right to amend the handbook, and parents will be given prompt notification if changes are made.

REPORT CARDS: Report cards are live on FACTS (SIS) four times a year. Children in grades 3-8 are graded with letter grades.

100-93% equals an A

92-86% equals a B

85-78% equals a C

77-70% equals a D

below 70% is failing.

You are welcome to call or make an appointment to speak to your child's teacher at any time between grading periods.

FACTS SIS: Student's grades will be posted on FACTS SIS, the Diocesan student information system. Families will be given a username and password for this system to have access to their children's grades.

CONFERENCES: We expect all parents (4K-8) to attend Parent-Teacher Conferences. Parents are encouraged to call teachers to set up a conference at any other time they feel it may be necessary. Teachers may request a conference at other times as well.

STUDENTS WITH SPECIAL NEEDS: It is our goal to educate all children in the Catholic faith. We try to meet the needs of all students at St. Mary School. Being a private school means that we may not have the resources needed to meet all special educational needs. Please make an appointment with your child's teacher and the school principal if you would like to discuss your child's needs and testing that may be available.

SUPERVISION: Supervision is provided on the small playground beginning at 7:50 A.M. All children should report to that area when they arrive at school. During inclement weather, supervision is provided in the cafeteria.

- **We do not provide supervision before 7:50 A.M. Students that arrive before 7:50 A.M. will be brought into the Before School Care Program and charged accordingly.**

After school supervision is provided by school personnel in the pick-up area of the playground from 3:05 P.M. until 3:15 P.M.

- **We do not provide supervision after 3:15 P.M. Students that are not picked-up by 3:15 P.M. will be brought into the After School Care Program and charged accordingly.**

Students who are participating in sporting activities that do NOT BEGIN IMMEDIATELY AFTER SCHOOL, may attend the After School Program and be charged accordingly. Those students who have not made other arrangements should go home. No students may remain on the school premises unsupervised.

CELL PHONES AND DEVICES: The school telephone is to be used by the students for emergencies only.

- All cell phones must be silenced and kept in a backpack or locker (or designated space in classroom) from the time a student enters St. Mary School property until 3:05.
- Cell phones may be used at school only with the permission of a teacher.
- Cell phones will not be allowed in the aftercare program and must be kept in a backpack.

If a student violates the policy, the consequences will be:

1st offense: The cell phone will be confiscated and returned to the parent/guardian at the end of the following school day.*

2nd offense: The cell phone will be confiscated and returned to the parent/guardian two weeks from the day* it was confiscated.

3rd offense: The cell phone will be confiscated and returned to the parent/guardian at the end of the semester. If confiscated within two weeks of the end of the semester, the phone will be returned at the end of the following semester*.

*NOTE: If a student breaks the above policy, parents will be notified immediately via phone/text, so that school personnel and parents can discuss the best plan of action in terms of cell phone location overnight (or longer) to ensure the student's safety with or without a cell phone outside of school. Phones confiscated and kept at school will be kept in a locked filing cabinet in the office.

If you need to get a message to your child during the day, please contact the school office and we will forward the message to them.

***St. Mary School is committed to moving students and staff forward in a 21st century learning environment. With classroom teacher approval, students may use their own devices in the classroom to access and save information from the Internet, communicate with other learners and use the productivity tools loaded on their device. Students must use student accounts to use a teacher/staff computer.

***St. Mary School is not liable for the loss, damage, misuse, or theft of personally owned devices brought to school. Please note that students are never required to bring in outside technology to school. All students will continue to be able to utilize our school equipment. No student will be left out of the instruction process.

TIME SCHEDULE:

8:05 A.M. - First Bell. Students may not be in the building before the bell rings. Students should not arrive before 7:50 A.M.

11:45 - 12:25 LUNCH

3:05 P. M. DISMISSAL

4 Year Olds: Monday – Thursday and optional Fridays, 8:05 – 11:25 A.M.

DROP OFF/PICK UP: Pick up or drop off children in the school parking lot. Please enter the parking lot on Conant St. and exit onto Cook St. Do not drop off students on Cook St. Do not park on Conant Street (north or south side of street). The buses arrive and depart on Conant Street. Cars will be ticketed if parked in that area.

TORNADO DRILLS: Are conducted in the spring. Our school has a weather radio recommended by the Columbia County Emergency Services Office.

Tornado Watch: Children are not allowed outside

Tornado Warning: Students and Staff go to designated shelters.

Tornado shelters are in the basement of the parish center, the handicapped bathroom near the cafeteria, and the restrooms on the lower level near the 4K classroom.

TUITION GRANT POLICY: A Catholic education should be available to all, therefore, St. Mary School will help secure tuition grants for families requesting such assistance and who meet the criteria for such grants.

Applications for tuition grants must be made by obtaining the appropriate forms from the school office.

- The family will be asked to bring documented proof of tuition assistance needs, such as: a copy of W2 form, 1009 form, outstanding medical bills, or anything that demonstrates a current financial difficulty.
- Materials will be reviewed by the Tuition Grant Committee in a strictly confidential manner.
- Levels of assistance will be based upon financial need and the availability of funds.
- Parents will be expected to make a firm commitment regarding the dollar amount they will contribute to the tuition expense.
- An individual plan will be created.
- The financial assistance will be granted for the school year. Applications must be made on an annual basis if aid is requested for more than one year.
- All grants will be applied to tuition expenses only - not to book fees, extended care services, athletic fees or any other fee.
- Tuition grants will be credited to the student's account at the end of the year if the agreed family contribution has been paid in full.

ACADEMIC FEES: Academic fees (grades K-8) are \$250.00 per child

- To register for a new school year there will be a \$100.00 non-refundable registration fee per student. This fee will be applied to your academic fees in the fall.
- A supply fee of \$50.00 is required for all students in the four-year-old Kindergarten program.

TUITION as follows:

# of children	Tuition
1 child	\$265.00/month \$2,650/year
2 children	\$465.00/month \$4,650/year
3 or more children	\$665.00/month \$6,650/year
4K non-Portage School District resident	\$170.00/month \$1,700/year (no tuition for 4K families that applied for open enrollment)

Tuition is paid on a 10 month cycle.

SCRIP: All school families will be required to purchase no less than \$2,000.00 in SCRIP. Families may opt-out of the SCRIP program for a fee of \$200.00.

1. TUITION IS TO BE PAID ACCORDING TO CONTRACT AND/OR THE FACTS MANAGEMENT PLAN
 - I. ---Annual
 - II. ---Semi-Annual
 - III. ---Monthly (August - May)
2. Students will NOT receive their final report cards and no records will be transferred unless all FEES AND TUITION from the previous year have been paid in full or arrangements have been made with the pastor and/or principal.
3. If tuition or fees create a real hardship, a tuition grant may be available. Please request tuition grant forms from either the school secretary or the principal. (SEE TUITION GRANT POLICY)

ST. MARY SCHOOL PAST DUE POLICY:

Tuition and Academic fees:

All Tuition and Academic fees will be charged through FACTS Management System. Tuition and Academic fees balances need to be paid by the due date indicated on the tuition contract.

- Balances past due by more than 30 days will be assessed a \$45 past due fee per month.
 - At last resort the parish reserves the right to turn over uncollected balances to an outside collection service.
 - All checks returned due to insufficient funds will be assessed a \$30 fee.
1. If a family becomes two months past due on their tuition payments, and does not make arrangements for payment the family will be invoiced and contacted by the school principal.
 2. If no effort is still made in 15 days, the family will again be contacted by the school principal and a meeting will be arranged to create a payment plan to meet the individual needs of the family.

**Past Due Policy approved by School Advisory Board, April 2016*

VACATIONS: When children are absent for an extended period of time during the school year, they miss a tremendous amount of material. With this in mind, we encourage families to take vacations during school breaks. If you plan to take your children out of school for a vacation, please be sure to send the dates in writing to the office and to your child's teacher. It is difficult for teachers to provide assignments in advance, as lesson plans are revised on a daily basis. Therefore, make up work will be given to the student when they return. Please respect this policy and do not request ALL homework before you leave for a vacation.

VISITING SCHOOL: Visits to the school or classroom are welcome. Make arrangements one day in advance so that schedules are checked. All visitors must report to the office and sign in before going to the classroom or any other part of the school building including the playground.

VOLUNTEERS: We encourage parents to be active in their child's education. Volunteers are essential to our school and are very welcome. Diocesan policy (#DBA 4115) requires that all volunteers having contact with children have a criminal background check and attend VIRTUS training.

WEATHER RELATED SCHOOL CLOSINGS: If school is delayed, dismisses early, or is closed due to inclement weather conditions, it will be announced on our local radio station and on the Madison television stations. If there is a weather related closing for Portage Public Schools, St. Mary School is included. Each child must have information on file regarding how to proceed home.

- If school is delayed, the 4K afternoon students will report to school. The afternoon hourly fee will be assessed starting at 11:25 a.m.
- The Before School Care Program begins at 9:00 A.M. on late start days.
- There is no After School Care Program on early release days.

SAFETY REMINDERS: St. Mary School practices regular safety drills with staff and students as required by Wisconsin state law.

St. Mary School has worked diligently with the Portage Police Department and other community personnel to be as prepared as possible.

Reminders:

The school office emergency sheets, filled out by families in August, are used for student information and emergency contacts.

- Your child(ren) may be released to individuals listed as your emergency contacts when needed. A student will not be released in an emergency or post emergency situation to adults NOT listed.
- Please make sure your emergency sheet is up-to-date with all emergency contact info.

- Emergency sheets should have your most current phone numbers. If you change phone number or job location, please contact the office to update this information.

When picking up your child(ren) after an emergency situation, adults **MUST** have a photo ID. Students will not be released by emergency officials without a photo ID.

St. Mary School's main off-site emergency reunification location is the Portage Public Library. If for any reason we would need to move students out of the downtown area, they would be bused to St. John Lutheran School instead of the library.

Vocabulary/Language to be aware of:

Hold: Students and staff are being held inside the school due to a possible crisis in the community. Classes and school activities continue as normal inside the school. Students are not allowed outside until given the all clear.

Lockdown: Lockdowns are called for when a crisis occurs outside of the school and an evacuation would be dangerous. Students and staff stay locked in their classrooms.

Evacuation: Staff will quickly determine the most reasonable way to protect students. If there is an accessible escape path, they will attempt to evacuate the premises.

WEDNESDAY NIGHT: In order to respect the time and space needs for Parish Religious Activities, there will be limited extra-curricular activities on Wednesdays.

ADMINISTRATION OF MEDICATION TO STUDENTS (DBS 54100)

1. Term Definitions

Prescription Medication. Those medications that can be obtained only with the written prescription of a licensed physician or health care professional.

Non-prescription Medication. Those medications that can be obtained over-the-counter.

2. Intent of the Policy: This policy is required to help schools meet their obligations under the Wisconsin Statutes.

3. Policy: All schools in the Diocese of Madison shall adopt a written policy governing the administration of drugs and prescription drugs to students as required by Section 118.29 Administration of drugs to pupils and emergency care of the Wisconsin Statutes. The policy and its procedures for implementation shall include the norms accompanying this policy.

3. Norms

A. POLICIES AND PROCEDURES APPLICABLE TO ALL MEDICATIONS

- (1) Consent Forms. No medication, prescription or non-prescription including aspirin or similar pain reliever, shall be administered by the school personnel or their agents to a student unless and until a Medication Consent Form has been completed by the student's parent or guardian and returned to the school office.
- (2) Employees Designated to Administer Medication. Medication shall be administered only by the principal or by personnel designated by the principal. Except where an emergency is believed to exist, medication shall not be administered by anyone other than a school employee or agent while the student is on school property unless the student's parent or guardian specifically consents in writing. Everyone authorized to administer medication to students shall receive appropriate instruction regarding such administration.
- (3) Student's Responsibility. It is the responsibility of the student, if appropriate, to get his or her medication at the designated time.
- (4) Storage of Medications. Only limited quantities of any medication are to be kept at school. Said medications are to be kept in a secure location, to be checked out only by a school employee or agent designated to administer the medication. Medications that require refrigeration shall be pre-approved before they will be accepted for storage.
- (5) Changes in Administration. Any change in the dosage, the time, or the quantity of the medication to be administered, or when the administration of the medication shall be terminated must be in writing. These changes are to be at the request of the prescribing physician or the parent or guardian.
- (6) Maintenance of Medication Records. Accurate and confidential written records shall be established and maintained for each student receiving medication.
 - a. The principal or designated personnel shall maintain an up-to-date record of the students in the school who are receiving medication during school hours. The record shall include each student's name, type of medication, dosage, time to be given, parent or guardian's name and phone number, and physician's name and phone number, as well as the names of the individuals designated for administering medication. The records shall be reviewed annually and every time the medication is changed.
 - b. Upon discontinuance of the medication or at the end of the school year, the medication consent forms and written instructions are to be filed with the student's health profile or file.

B. PROCEDURES FOR NON-PRESCRIPTION MEDICATIONS

1. **Written Instructions.** No non-prescription medication shall be administered by designated school personnel to a student unless and until written instructions explaining the administration of the medication from the student's parent or guardian has been received by the principal.
2. **Medication Information.** Non-Prescription medication to be administered at school must come in the medication's original packaging and be accompanied by the following information.
 - a. the student's full name;
 - b. the name and dosage of the medication
 - c. the quantity of the medication to be administered at one time;
 - d. the time of the administration of the medication; and
 - e. the duration of the administration of the medication.

C. PROCEDURES FOR PRESCRIPTION MEDICATIONS

1. **Written Instructions.** No prescription medication shall be administered by designated school personnel to a student unless and until written instructions explaining the administration of the medication from the student's physician, dentist, or podiatrist has been received by the principal. Such instruction shall include the conditions, circumstances, and reactions of the student to the medication when such physician, dentist, or podiatrist should be contacted.
2. **Medication Information.** Prescription medication to be administered at school must have the following information printed in language understandable to the lay person on the container.
 - a. the student's full name;
 - b. the name and dosage of the medication;
 - c. the quantity of the medication to be administered at one time;
 - d. the time of the administration of the medication;
 - e. the duration of the administration of the medication; and
 - f. the physician's, dentist's, or podiatrist's name and phone number.

D. EMERGENCY ADMINISTRATION OF MEDICATIONS BY MEANS OTHER THAN INGESTION

1. School Personnel designated to administer medications are not required to administer medications by means other than ingestion.
2. School personnel designated to administer medications may indicate a willingness to provide medications in an emergency by means other than ingestion.

3. School personnel indicating a willingness to provide medications in an emergency by means other than ingestion shall receive appropriate instruction in administering medications by parental means.

Acknowledgement

We have read and agree to be governed by the Policies of the Diocese of Madison and school as listed in the Family Handbook.